

<b>Undergraduate Research</b>
<b>992005</b>
<b>DO NOT MAKE ENTRIES ON THIS SHEET. IT IS FOR DISPLAY ONLY</b>

Student Fee allocations						
	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Proposal	19-20 Difference	% 19-20 Difference
<b>Base amount</b>	\$ 25,491	\$ 25,491	\$ 30,491	\$ 35,491	\$ 5,000	16%
61000 - Salary	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
62000 - Wages	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
63000 - Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
71000 - Current Expense	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
75000 - Travel	\$ 25,491	\$ 25,491	\$ 30,491	\$ 35,491	\$ 5,000	16%
76000 - Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
77000 - Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Total Expense</b>	\$ 25,491	\$ 25,491	\$ 30,491	\$ 35,491	\$ 5,000	16%
<b>One time request</b>				\$ -	\$ -	N/A
<b>Total Request</b>	\$ 25,491	\$ 25,491	\$ 30,491	\$ 35,491	\$ 5,000	16%
<b>Carry Forward</b>	\$ 949	\$ (7,879)	\$ 22,797	\$ (0)	\$ (22,797)	-100%

Notes, including any one-time request(s):



## STUDENT FEE RECOMMENDATION COMMITTEE FEE REQUEST QUESTIONNAIRE FOR 2019-2020

Department or Program Name: Office of Undergraduate Research

Name & E-Mail: John Cavitt – jcavitt@weber.edu  
Erin Kendall – erinkendall@weber.edu

Phone: 801-626-8541 Location: Library, room 147

**Return Fee Request (this Questionnaire and the attached Spreadsheet) via email by  
Wednesday, December 5, 2018, at 4 pm to Jennifer Brustad at [jenniferbrustad@weber.edu](mailto:jenniferbrustad@weber.edu).**

**Note: All Student Affairs units must review fee requests with their SAMC representatives prior to submission.**

***Please respond to all of the following questions in a brief and concise manner (do not exceed 5 pages for questions 1-5).***

### **1. What is your overall mission?**

This proposal seeks to utilize student fees to continue funding Travel Grants for Weber State University students. These WSUSA Scholars Travel Awards are provided for students to disseminate the results of their undergraduate research, scholarly, and creative activities at professional conferences and meetings.

Undergraduate research includes scholarly and creative activities conducted by students in collaboration with mentors, for the purpose of examining and creating knowledge or works in ways consistent with practices within the discipline. Undergraduate research provides a unique learning opportunity for students where the components of a core curriculum are integrated into a unified picture and provides students with an opportunity to apply theories learned in the classroom to practical, real-life situations. Participation in research provides valuable experience which enhances a student's preparedness for future employment or post-graduate studies. Additionally, research helps undergraduate students acquire a spirit of inquiry, initiative, independence, sound judgment, patience, and persistence, as well as enhances student professionalization through working closely with a faculty mentor.

Because of these valuable attributes and learning experiences, Weber State University has undertaken a commitment to institutionalize the undergraduate research experience.



## **2. What do students gain from participating in your program/facility that contributes to the success of a student's educational experience at Weber State?**

### **Objectives**

The objectives for this undergraduate research experience are to provide the following: 1) an opportunity for students to develop critical thinking and investigative skills through original, collaborative research; 2) to create an interactive environment where students can experience a diversity of research approaches; and 3) to enhance student communication skills through public presentations and written reports of research results.

### **Nature of Student Activities**

This project gives students the opportunity to disseminate their research at a conference in collaboration with a faculty mentor at Weber State. Students interested in participating in the program work with a faculty mentor of their choice and submit a travel grant application to the Office of Undergraduate Research. These grants are intended to facilitate student research and creative activity in all disciplines, to encourage collaboration between students and faculty on sustained projects of significant educational value to the student, and to enhance the overall undergraduate experience through active engagement in the process of discovering and sharing new knowledge.

The following attributes are common to all disciplines and define the nature of undergraduate research:

- Process of creative thought and expression or the discovery of novel results
- Subjection of findings to peer-review and/or dissemination of results

Students conduct their research and receive an allowance for travel expenses (Undergraduate students can request up to \$1000. Graduate students can request up to \$500.). Throughout the project, students will remain in communication with their respective faculty mentors.

### **Student Recruitment and Selection**

Students are recruited by publicizing the program in each academic area. Announcements are posted in email bulletins, the yearly OUR calendar and on the OUR monthly newsletter. Funding is awarded after review by the Director of OUR.

## **3. Describe, in general, the evaluation process that your program/facility uses to assess your ability to meet your mission.**

Each student prepares a written report describing the results of their work. Each WSUSA Scholar is required to prepare a presentation for the WSU campus-wide symposium celebrating undergraduate research. Abstracts of all student presentations are published in Ergo, WSU's undergraduate research journal. The assessment plan for this program includes both qualitative and quantitative measures. After completion of the research, faculty mentors and student participants are required to assess the program. Results of the post assessment will be used to determine if expectations were realized and if attitudes toward research have changed.



**4. State any increases you received from student fees for 2018-19 (if any), and explain how the increases were/will be used.**

Last year we requested a \$5,000 increase in our budget to be used for funding Graduate Student Travel, with flexibility to roll any un-used graduate travel funds over to support additional Undergraduate Research Travel. This funding was initially explored as a one-time funding request. After requesting \$5,000 in 2013-14, 2014-15, 2015-16, 2016-17, we determined that these funds were consistently being utilized and it was benefiting approximately eight graduate students every year.

Prior to receiving this funding, this program has been specific to undergraduates and thus we were not able to assist this growing segment of the WSU student population. In order to accomplish this without reducing WSU's commitment to undergraduate research, So far this fiscal year, we have funded two Graduate Travel Grants; we receive most of the proposals for travel in the spring, so we expect to be able to accommodate funding up to nine more graduate students.

**5. Describe any increases you are requesting from student fees for 2019-20 and explain your justification for the request. Each requested increase must be listed and described in your narrative (e.g., compensation, new positions, wage increases, travel, new programmatic initiatives, etc.). Any increase described in your narrative must be itemized on your budget spreadsheet (see question 6 below).**

We are requesting a \$5,000 increase to be used for funding Undergraduate Student Travel. The need for travel funds has been steadily growing (see below). Although we currently receive \$30,000 from student fees each year, we have been awarding more in travel funds consistently for several years. The dissemination of research and creative activity is and continues to be a priority of funding for the Office of Undergraduate Research (OUR). Dissemination to professional audiences is the culmination of the students work and is an essential outcome of the project. The level of funding currently provided to students has now become unsustainable with increased demands on other undergraduate research programs as well. This current request will help us to address the increased demand for students to disseminate their research and creative activity without impinging on other funded programs.

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
<b>Travel</b>	\$26,296	\$24,072	\$34,649	\$48,994	\$25,741	\$52,292
<b>NCUR</b>	\$17,298	\$23,373	\$11,866	\$21,728	\$11,440	\$22,172
<b>Total</b>	\$43,594	\$47,445	\$46,515	\$70,722	\$37,181	\$74,464

**6. Complete the attached spreadsheet outlining your overall budget and any requested increase. Each requested increase described in your narrative (see question 5 above) should correspond to the line items in the spreadsheet column "19-20 Change."**



- a. Due to the nature of student grant funding we post a carry forward from the Student Fee Allocations each year. However, this carry forward has been committed but not yet spent by students.
- b. In addition to the E&G funding and Student Fee Allocations, the Office of Undergraduate Research is supported through private foundations, donors, and grants. These awards and gifts vary each year but they are used entirely to support student undergraduate research. These awards and gifts are not tied to a fiscal year.

*If you have any questions, please contact Jennifer Brustad at 626-8904, [jenniferbrustad@weber.edu](mailto:jenniferbrustad@weber.edu); Dave Taylor at 626-6737, [dtaylor@weber.edu](mailto:dtaylor@weber.edu); Daniel Kilcrease at 626-6008, [dkilcrease@weber.edu](mailto:dkilcrease@weber.edu); or Brett Perozzi at 626-6008, [brettperozzi@weber.edu](mailto:brettperozzi@weber.edu).*